

Children/Youth FAQ

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Child/Youth Status Report

Regular Data Collection

1. Which Children/Youth should we collect data for?

Please refer to the guidelines noted in the July 1, 2002 memo, subject line: Child/Youth Data Collection (see Appendix A for a copy):

The Child/Youth Status Report and CBCL will be collected on children/youth who are admitted to the facility or have an semi-annual review completed in either September or March and receiving one or more of the following services:

- *Treatment Family Home*
- *Day Treatment*
- *CPR (Intensive, Rehabilitation or Maintenance)*
- *Intensive Targeted Case Management*

Whenever these children/youth are discharged, a discharge Child/Youth Status Report and CBCL should be collected no matter which month the discharge occurs.

2. Do we collect data on Children/Youth who are discharged in September and March?

If child/youth was admitted to the facility during any month other than September or March, no discharge data will be collected. If the child/youth was admitted to the facility during the month of September or March, then the discharge data will be collected on that child/youth regardless of what month the discharge occurs.

3. What do we do with an 18 year old who is still in DFS custody and could be up to the age of 21?

If a child/youth is under 18 years of age, complete the Child/Youth Status Report and the CBCL. These are completed at Admission, 6-Month Review and Discharge. Do not complete the Child/Youth Status Report and the CBCL for anyone 18 years old or older.

Note: The month before a child/youth reaches the age of 18, complete both the Child/Youth Status Report and the CBCL. This would be a Discharge report and the Discharge reason would be 'Child/Youth's Age'.

4. Does DMH require a copy of the Child/Youth Status Report and CBCL at admission and at least one a year for each child/youth served?

The TCM Manual states that every child/youth in the program needs to have a CBCL completed for them at admission and then every 6 months. But this manual will be updated in the future for compliance with outcomes protocol. Please refer to the guidelines stated in the July 1, 2002 Memo regarding Child/Youth Outcomes Data Collection (see Appendix A for a copy):

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The Child/Youth Status Report and CBCL will be collected on children/youth who are admitted to the facility or have an semi-annual review completed if either September or March and receiving the following services:

- *Treatment Family Home*
- *Day Treatment*
- *CPR (Intensive, Rehabilitation or Maintenance)*
- *Intensive Targeted Case Management*

Whenever these children/youth are discharged, a discharge Child/Youth Status Report and CBCL should be collected no matter which month the discharge occurs.

5. If an old version of the Child/Youth Status Report was completed, will we need to complete a new one?

Yes. We can no longer process the old forms. With the sampling method, data on children/youth who meet the criteria is essential.

6. Do all of the questions have to be answered on the Child/Youth Status Report?

All of the questions on the first page need to be answered unless it pertains only to SOC/DFS Level 4. On the second page, questions H through O have to be answered with the exception of Location of Out of Home Placement.

7. Reporting Month/Year: Child/Youth Status Report, version 8/02, has Today's Date and Child/Youth Status Report, version 12/02, has Reporting Month/Year. What is the difference?

Reporting Month/Year is the Month and Year that the Child/Youth Status Report was due to be completed.

Examples

- If a 6 month review is due in September 2002, but the child/youth is seen in August and the Child/Youth Status Report and CBCL were completed at that time, then the Reporting Month/Year should be September 2002.
- If a 6 month review is due in September 2002, but the child/youth is not seen until October and the Child/Youth Status Report and CBCL are completed at that time, then the Reporting Month/Year should be September 2002.
- If a child/youth is admitted the facility into a qualifying service on September 30, 2002, but the Child/Youth Status Report and CBCL could not be completed until October 5, 2002, then the Reporting Month/Year would be September 2002.
- If a child/youth who is in the sample is discharged in December 2002, then the Reporting Month/Year would be December 2002 because that is the month and year the child/youth was discharged.

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8. Agency Site: What is the agency site and where do I find it?

The Agency site is an optional 3 digit numeric field for provider use only. It allows the provider to track the site of the service. It is up to the provider to come up with codes for their sites, if they wish to use this field. *Note: It is NOT the internal agency chart number or agency code.*

9. Data Collection Type: What is the difference between Regular Data Collection and SOC/DFS Level IV Data Collection?

Regular Data Collection is the collection of data for children/youth that are admitted to a facility or have a semi-annual review completed in September or March and receiving one or more of the following services:

- Treatment Family Home
- Day Treatment
- CPR (Intensive, Rehabilitation or Maintenance)
- Intensive Targeted Case Management

Whenever these children/youth are discharged, a discharge Child/Youth Status Report and CBCL should be collected no matter which month the discharge occurs.

SOC/DFS Level IV Data Collection is the collection of data for children/youth in the SOC or DFS Level IV program. The Child/Youth Status Report is completed on these children/youth upon entering the SOC program or the DFS Level IV program and each month thereafter until the child/youth is discharged from the program. The CBCL is completed at the beginning of service and every 6th month after the child/youth began the service and when the child/youth is discharged from the service.

10. Data Collection Type: If a System of Care child/youth is admitted in September or March, what do we mark for Data Collection?

All System of Care Children/Youth must have a Child/Youth Status Report completed once a month. System of Care is NOT participating in the sampling method.

11. Does This Child Meet: Are there guidelines that exist for the completion of the Admission Checklist? If so, can I get a copy of them?

Here is the URL for the Admission Checklist.

<http://www.dmh.mo.gov/cps/provider/outcomes/outcomes.htm>

12. Does This Child Meet: If SED is marked; do we need to complete Acute Criteria and Forensic sections?

Yes.

13. Does This Child Meet: Under what circumstances would a clinician check 'Yes' for Forensic?

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As stated in the Child/Youth Glossary, Forensic is a youth being evaluated through the DMH under a juvenile court order to address competency, certification or responsibility issues; OR a minor that the criminal court has committed to the DMH for evaluation or treatment under 552 RSMo.

14. Does This Child Meet: If a child/youth is in juvenile detention should the clinician check 'Yes' for Forensic?

No.

15. Does This Child Meet: If the child/youth was court ordered for an evaluation, but is not for a serious offense, should the clinician check 'Yes' for Forensic?

No.

16. State Id: What is the State ID and where do I find it?

The State ID is a unique number generated when the child first receives services from the Department of Mental Health. It can be found in CTRAC. *Note: The State ID is different from the Internal Agency Chart Number.*

17. Services: Does CPR include Intensive?

Yes. CPR includes Intensive CPR, Rehabilitation CPR and Maintenance CPR.

18. Services: How do we handle CPR Maintenance Level Children/Youth?

All CPR Children/Youth who meet sampling criteria will complete a status report and CBCL, including Children/Youth in CPR Maintenance. Please refer to page (16-1) of the CPR Manual.

19. Services: Why are we not tracking level of care for CPR Children/Youth?

The DMH-CPS has never tracked level of care for any of the children/youth services. With all the movement between services this is not feasible at this time.

20. Services: In September 2002, a child/youth was admitted to Rehab CPR. In December 2002, the child/youth was transferred from Rehab CPR to Maintenance CPR. In March 2003, the child/youth was transferred into Rehab CPR from Maintenance CPR. In this instance, how often would the Child/Youth Status Report and CBCL have to be completed for the child/youth?

In this instance, the clinician would have to complete an Admission Child/Youth Status Report and CBCL in September 2002 with CPR marked as Currently Receiving under CPS Services. In March 2003, a 6 Month Review Status Report and CBCL would be due with

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CPR marked as Currently Receiving under CPS Services since the Child/Youth data collection collects on all children/youth in CPR.

- 21. In the example above (question 20), would the child/youth have a new Treatment Plan completed when they are readmitted into Rehab CPR? If there is a new Treatment Plan completed, when would the Treatment Plan be due?**

Yes, and the new Treatment Plan would be due 90 days after admission. Refer to page (10-5) of the CPR Manual.

- 22. Services: On the Child/Youth Status Report version 8/02, what is the difference between the CPS Services 'Treatment Family Home', Section (C) 'Foster/Treatment Family Home, and Section (H) 'Treatment Foster Home'?**

CPS Services 'Treatment Family Home': DMH therapeutic care. This includes Professional Family Homes. Refer to Child/Youth glossary for terms.

Section (C) Foster/Treatment Family Home:

- On the Child/Youth Status Report, version 12/02, this option was changed to read Treatment Family Home – DMH. Refer to Child/Youth glossary for terms.
- Foster Care should be checked here if child/youth was placed in foster care by DFS. Refer to Child/Youth glossary for terms.

Section (H) Treatment Foster Home:

- On the Child/Youth Status Report, version 12/02, this was changed to read 'Foster Home – DFS'. Foster Home is foster care provided by DFS where the child/youth is placed in foster care through the authority of DFS. Refer to Child/Youth glossary for terms.
- Version 12/02 of the Child/Youth Status Report replaced 'Other' with 'Treatment Family Home – DMH'. Treatment Family home is DMH therapeutic care which includes Professional Family Homes. Refer to Child/Youth glossary for terms.

- 23. Services: Is Treatment Family Home the same as Professional Parent?**

Yes.

- 24. Question B: If the guardian is court appointed and there is no other relationship that exists between the child/youth and the guardian, what should be checked?**

Mark 'Other' and specify that the guardian is court appointed if the guardian is not a part of DYS, DFS or the Juvenile Court.

- 25. Question C: If the child/youth is living with the parent in the grandparent's house, how should question 'C' be answered?**

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- 26. Question C: If the child/youth was living in a Foster care setting, placed by DFS, but the foster family was a relative of the child/youth, how should the clinician complete this section?**

In this case it should be marked "Foster Care" because DFS is involved. This child did not go to live with the relative due to arrangements made strictly by the family. DFS, a State agency, made the placement and is also monitoring this living environment. If DFS had not been involved, then it would be marked "Relative".

- 27. Question C: On the Child/Youth Status Report, version 8/02, what is the difference between the CPS Services 'Treatment Family Home', Section (C) 'Foster/Treatment Family Home, and Section (H) 'Treatment Foster Home'?**

See question 22.

- 28. Question E: What is '504' assistance?**

'504' relates to education and applies to students requiring special accommodations in schools. There are two distinct federal requirements that schools must deal with for meeting the needs of special students. The two are Individuals with Disabilities Education Act (IDEA) and The Rehabilitation Act 504. IDEA deals with identifying and educating special education students and describes a very specific assessment and planning process that schools follow. '504' applies to students who are temporarily handicapped by a physical or mental condition but do not qualify as "special education". An example would be making accommodations for a student after sustaining multiple injuries after a car accident.

- 29. Question F: If an IEP is in process, but is not completed should the clinician check yes or no?**

The clinician should check 'No'.

- 30. Question G: What is the definition of 'Local School District'?**

As stated in the Child/Youth Glossary, local school district is the public school(s) and/or Charter school within a community and/or its immediate surrounding area.

- 31. Question G: If the child/youth is attending a charter school instead of a public school, should 'Yes' or 'No' be checked?**

Yes. See the definition of Local School District in the Child/Youth Glossary.

- 32. Question G: If a child/youth is attending school in the district of the treatment family home versus that of their parents, would this be considered the local school district?**

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If a child is living with someone other than their legal guardian and going to school in a different school district than their local home school district then 'No' would be checked. However, if the child is living with someone other than their legal guardian and going to school in their local school district then 'Yes' would be checked.

- 33. Question G: If a child/youth is attending school in the district of their grandparents, who are NOT legal guardians, versus that of their parents, would this be considered the local school district?**

See answer to question 32.

- 34. Question H: Does number of days refer to total number of days child/youth has been in an out of home placement setting?**

Number of Days refers to the number of days the child/youth has been in an out of home placement setting within the past (6) months for regular data collection.

Example

If a child/youth has been in a foster home for 7 months, then on question H, 'Foster Home – DFS' would be checked. 'If yes, how many times admitted' should be answered with (0) zero and 180 would be the answer for 'Total Number of days'.

- 35. Question H: If a child/youth was living in a Foster care setting, placed by DFS but the foster home family was a relative of the family, how should the clinician complete this section?**

In this case Question H would be marked "Foster Home - DFS" because DFS is involved. This child did not go to live with the relative due to arrangements made strictly by the family. DFS, a State agency made the placement and is also monitoring this living environment. If DFS had not been involved, then "No Out of Home Care" would be marked.

- 36. Question H: On the Child/Youth Status Report, version 8/02, what is the difference between the CPS Services 'Treatment Family Home', Section (C) 'Foster/Treatment Family Home, and Section (H) 'Treatment Foster Home'?**

See question 22.

- 37. Question H: What is Group/Residential Setting? Is Group/Residential Setting the same as CPS group home?**

As defined in the Child/Youth Glossary, Group Residential Setting is a service that consists of domiciliary care provided to those who have been discharged from a mental health facility and those who would, without such services require inpatient care. Services provided include room, board and habilitative services. A CPS group home is the same as a Group Residential Setting.

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38. Question I: What is School System and when would it be checked?

As stated in the Child/Youth Glossary, School System is a system of free and appropriate public educational entities. Whenever the child has been experiencing difficulty in the classroom or on the school grounds (e.g. at recess), the person completing the form should mark 'School System'.

39. Question I: If a child/youth is in Special Education, should School System be checked?

Yes

40. Question J: Can question J 'Has child/youth had access to routine physical health services?' be clarified?

The question should be "Has child/youth had a need for the service(s) and if they had a need, did they receive the service(s)". The term "access" as used here refers to "need" and "received".

41. Question J: What is the definition of Access?

Do not complete the Access Column. Leave it blank.

42. Questions K, L and M: Should the communication assistance questions be completed for the parent since the clinician has to be able to communicate with the parent to get the information?

No, this is specific to the child/youth receiving services.

43. Questions K, L and M: What is the purpose of the Communication Assistance questions?

The Department wants to know if these issues are being addressed for both Adult and Children and Youth that we serve. We have a unit within the Department for this very issue.

44. Question N: This question is difficult to collect in as much detail as is listed for pre-adjudication action and disposition due to juvenile records being closed. This data is especially difficult to collect at admission.

The parent (legal guardian) should have access to this information and should be able to give this information to the clinician. The clinician should be able to help the parent (legal guardian) to understand the question.

45. Question N: Does a child/youth have to be referred to a juvenile office before having a Pre-adjudication action?

Yes, there has to be some type of referral (allegation) that would prompt any type of action by the juvenile office or court. This would be true for abuse/neglect, status or delinquency.

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46. Question N: Under Referral to Juvenile Office, can Status Offense or Delinquent Offense be checked more than once in a 6-month period?

Yes.

47. Question N: Under Referral to Juvenile Office, can Status Offense and Delinquent Offense be checked more than once in a 6-month period?

Yes.

48. Question N: Under Disposition, can more than one disposition be checked for a single Status Offense or Delinquent Offense?

No, 1 offense = 1 disposition.

49. Question O: Can a child/youth be expelled more than once?

Yes, for instance a child could be expelled from a public school and then enroll in a private school and be expelled from there as well.

50. When will the new protocol manual be available?

New protocol manuals will be completed in December 2002.

51. Do we have to mail the Child/Youth Status Reports if we enter them on the web?

No, but you will have to mail the CBCL diskette.

52. Where do we mail Child/Youth Status Reports and CBCL diskette?

Department of Mental Health
Division of Comprehensive Psychiatric Services (CPS)
Quality Management Section, Att: Debbie Saak
1706 East Elm Street, P.O. Box 687
Jefferson City, MO 65102

53. How do I order more Child/Youth Status Reports?

The Child/Youth Status Report is available on the Department's web site. The address is:

<http://www.dmh.mo.gov/cps/provider/outcomes/outcomes.htm>

54. Who do I contact for questions regarding the Child/Youth Status Report or Data Collection?

Debbie Saak, Senior Office Support Assist.
Phone: (573) 751-9484

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Email: debbie.saak@dmh.mo.gov

Vickie Epple, Project Manager

Phone: (573) 751-8031

Email: vickie.epple@dmh.mo.gov

SOC/DFS Level IV Data Collection

1. Which Children/Youth should we collect data for?

All children/youth who are receiving SOC or DFS Level 4 services are required to have a Child/Youth Status Report completed at the beginning of the service, each month and when the child/youth is no longer receiving the service. A CBCL also has to be completed when the child/youth begins SOC or DFS Level 4 services, every 6th month after admission and when the child/youth leaves the service.

2. Is SOC/DFS Level IV participating in the sampling?

No. All children/youth in SOC or DFS Level IV must have Child/Youth Status Reports completed monthly with a CBCL completed at admission, every (6) months from admission, and at discharge.

3. How is the data collection for SOC and/or DFS Level IV children/youth handled?

SOC and DFS Level IV children/youth must have Child/Youth Status Reports completed monthly with a CBCL completed at admission, every (6) months from admission, and at discharge.

4. What do we do with an 18 year old who is still receiving DFS Level IV+ services and could be up to the age of 21?

If a child/youth is under 18 years old, complete the Child/Youth Status Report at admission and monthly thereafter. The CBCL has to be completed at admission, every 6-months and at discharge. If a child/youth is 18 years old or older then complete only the Child/Youth Status Report monthly as long as they are in SOC and/or DFS Level 4+.

Note: The month before a child/youth reaches the age of 18 complete both the Child/Youth Status Report and the CBCL.

5. With SOC and DFS Level 4+, the child/youth served can be 18-20 years old. The CBCL can not be completed for anyone over the age of 18. What do we do in this instance?

If a child/youth is in SOC and/or DFS Level 4+ until the age of 20, then the month before the child/youth reaches the age of 18, complete both the Child/Youth Status Report and the CBCL. After this point, you will complete the Child/Youth Status Report on a monthly basis only.

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6. If an old version of the Child/Youth Status Report was completed, will we need to complete a new one?

If an old version of the Child/Youth Status Report was completed after 9/1/02, then it will be sent back requesting that the new Child/Youth Status Report be completed.

7. Do all of the questions have to be answered on the Child/Youth Status Report?

All of the questions have to be answered on the Child/Youth Status Report including Location of Out of Home Placement if applicable and questions P and Q pertaining to number of days school was in session during the past 30 days and the number of days child/youth attended school during the past 30 days.

8. Reporting Month/Year: Child/Youth Status Report, version 8/02, has Today's Date and Child/Youth Status Report, version 12/02, has Reporting Month/Year. What is the difference?

For Admissions to SOC or DFS Level 4, Reporting Month/Year is the Month and Year that the Admission Child/Youth Status Report is completed. For Reviews, the Reporting Month/Year is the Month/Year that the Review is for.

Examples

- If a child/youth begins SOC or DFS Level 4 on July 29, 2002, an admission Child/Youth Status Report and CBCL would be completed for the child/youth with a Reporting Month/Year of July 2002. The Reporting Month/Year would remain July 2002, even if the Admission Child/Youth Status Report was not completed until August 5th.
- At the beginning of September, the first monthly Review would be completed on the child/youth and the Reporting Month/Year would be August 2002.

9. Agency Site: What is the Agency Site and where do I find it?

The Agency site is an optional 3 digit numeric field for provider use only. It allows the provider to track the site of the service. It is up to the provider to come up with codes for their sites, if they wish to use this field. *Note: It is NOT the internal agency chart number or agency code.*

10. Data Collection Type: What is the difference between SOC/DFS Level IV Data Collection and Regular Data Collection?

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SOC/DFS Level IV Data Collection is the collection of data for children/youth in the SOC or DFS Level IV program. The Child/Youth Status Report is completed on these children/youth upon entering the SOC program or the DFS Level IV program and each month thereafter until the child/youth is discharged from the program.

Regular Data Collection is the collection of data for children/youth that are admitted to a facility or have a semi-annual review completed in September or March and receiving one or more of the following services:

- Treatment Family Home
- Day Treatment
- CPR (Intensive, Rehabilitation or Maintenance)
- Intensive Targeted Case Management

Whenever these children/youth are discharged, a discharge Child/Youth Status Report and CBCL should be collected no matter which month the discharge occurs.

11. Data Collection Type: If a System of Care child/youth is admitted in September or March, what do we mark for Data Collection?

If a System of Care or DFS Level 4 child/youth is admitted during September or March, then SOC/DFS Level 4 Data Collection should be checked. Also, you will need to complete the date the child/youth began service and whether the child/youth is receiving SOC and/or DFS Level 4 services.

12. SOC: What is SOC?

A system of care is a comprehensive array of mental health and other necessary services, guided by core values, which are organized in a way to meet the multiple and changing needs of children, youth and their families.

13. DFS Level 4: What is DFS Level IV?

Youth in the custody of the Division of Family Services (DFS) in need of mental health services and supports that are currently in residential care at payment rates that exceed the DFS contracted Level IV rate.

14. Does This Child Meet: Are there guidelines that exist for the completion of the Admission Checklist? If so, can I get a copy of them?

Here is the URL for the Admission Checklist.

<http://www.dmh.mo.gov/cps/provider/outcomes/outcomes.htm>

15. Does This Child Meet: If SED is marked; do we need to complete Acute Criteria and Forensic sections?

Yes.

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16. Does This Child Meet: Under what circumstances would a clinician check 'Yes' for Forensic?

As stated in the Child/Youth Glossary, Forensic is a youth being evaluated through the DMH under a juvenile court order to address competency, certification, or responsibility issues; OR a minor that the criminal court has committed to the DMH for evaluation or treatment under 552 RSMo.

17. Does This Child Meet: If a child/youth is in juvenile detention should the clinician check 'Yes' for Forensic?

No.

18. Does This Child Meet: If the child/youth was court ordered for an evaluation, but is not for a serious offense, should the clinician check 'Yes' for Forensic?

No.

19. State Id: What is the State Id and where do I find it?

The State ID is a unique number generated when the child first receives services from the Department of Mental Health. It can be found in CTRAC. *Note: The State ID is different from the Internal Agency Chart Number.*

20. Services: Does CPR include Intensive?

Yes. CPR includes Intensive CPR, Rehabilitation CPR and Maintenance CPR.

21. Services: How do we handle CPR Maintenance Level Children/Youth?

All CPR Children/Youth who meet sampling criteria will complete a status report and CBCL, including Children/Youth in CPR Maintenance. Please refer to page (16-1) of the CPR Manual.

22. Services: What is the difference between CPS Services 'Treatment Family Home', Question C 'Foster/Treatment Family Home, and Question H 'Treatment Foster Home'?

CPS Services 'Treatment Family Home': DMH therapeutic care. This includes Professional Family Homes. Refer to Child/Youth glossary for terms.

Section (C) Foster/Treatment Family Home:

- On the Child/Youth Status Report, version 12/02, this option was changed to read Treatment Family Home – DMH. Refer to Child/Youth glossary for terms.

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- Foster Care should be checked here if child/youth was placed in foster care by DFS. Refer to Child/Youth glossary for terms.

Section (H) Treatment Foster Home:

- On the Child/Youth Status Report, version 12/02, this was changed to read 'Foster Home – DFS'. Foster Home is foster care provided by DFS where the child/youth is placed in foster care through the authority of DFS. Refer to Child/Youth glossary for terms.
- Version 12/02 of the Child/Youth Status Report replaced 'Other' with 'Treatment Family Home – DMH'. Treatment Family home is DMH therapeutic care which includes Professional Family Homes. Refer to Child/Youth glossary for terms

23. Question B: If the guardian is court appointed and there is no other relationship that exists between the child/youth and the guardian, what should be checked?

Mark 'Other' and specify that the guardian is court appointed if the guardian is not a part of DYS, DFS or the Juvenile Court.

24. Question C: If the child/youth is living with the parent in the grandparent's house, how should question 'C' be answered?

Parent

25. Question C: If the child/youth was living in a Foster care setting, placed by DFS but the foster family was a relative of the child/youth, how should the clinician complete this section?

In this case it should be marked "Foster Care" because DFS is involved. This child did not go to live with the relative due to arrangements made strictly by the family. DFS, a State agency, made the placement and is also monitoring this living environment. If DFS had not been involved, then it would be marked "Relative".

26. Question C: What is the difference between CPS Services 'Treatment Family Home', Question C 'Foster/Treatment Family Home, and Question H 'Treatment Foster Home'?

See question 22.

27. Question E: What is '504' assistance?

'504' relates to education and applies to students requiring special accommodations in schools. There are two distinct federal requirements that schools must deal with for meeting the needs of special students. The two are Individuals with Disabilities Education Act (IDEA) and The Rehabilitation Act 504. IDEA deals with identifying and educating special education students and describes a very specific assessment and planning process that schools follow. '504' applies to students who are temporarily handicapped by

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a physical or mental condition but do not qualify as “special education”. An example would be making accommodations for a student after sustaining multiple injuries after a car accident.

28. Question F: If an IEP is in process, but is not completed should the clinician check ‘Yes’ or ‘No’?

The clinician should check ‘No’.

29. Question G: What is the definition of ‘Local School District’?

As stated in the Child/Youth Glossary, local school district is the public school(s) and/or Charter school within a community and/or its immediate surrounding area.

30. Question G: If the child/youth is attending a charter school instead of a public school, should ‘Yes’ or ‘No’ be checked?

Yes. See the definition of Local School District in the Child/Youth Glossary.

31. Question G: If a child/youth is attending school in the district of the treatment family home versus that of their parents, would this be considered the local school district?

If a child is living with someone other than their legal guardian and going to school in a different school district than their local home school district then ‘No’ would be checked. However, if the child is living with someone other than their legal guardian and going to school in their local school district then ‘Yes’ would be checked.

32. Question G: If a child/youth is attending school in the district of their grandparents, who are NOT legal guardians, versus that of their parents, would this be considered the local school district?

See answer to question 31.

33. Question H: Does the number of days refer to total number of days child/youth has been in an out of home placement setting?

Number of Days refers to the number of days the child/youth has been in an out of home placement setting within the past (6) months for the Admission Child/Youth Status Report completed when the child/youth begins to receive SOC or DFS Level 4 services. For each monthly Review after that, the number of days the child/youth has been in an out of home placement setting pertains to the past 30 days.

Example

If a child has been in a Treatment Family Home since January 30th and begins SOC services on June 1st, then an Admission Child/Youth Status Report and CBCL would be completed in June. Question H of the Child/Youth Status Report would have ‘Treatment

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Family Home – DMH' selected. 'If yes, how many times admitted' would be (1) one and 'Total Number of Days' of out of home placement would be 120 (approximately 4 months).

In July, the child is still in a Treatment Family Home and is still receiving SOC services. Now a Review Child/Youth Status Report should be completed. Question H would have 'Treatment Family Home – DMH' selected. 'If yes, how many times admitted' would be (0) zero and 'Total Number of Days' would be 30 because the data is collected on only the past month.

34. Question H: If a child/youth was living in a Foster Care setting, placed by DFS, but the foster home family was a relative of the family, how should the clinician complete this section?

In this case Question H would be marked "Foster Home - DFS" because DFS is involved. This child did not go to live with the relative due to arrangements made strictly by the family. DFS, a State agency made the placement and is also monitoring this living environment. If DFS had not been involved, then "No Out of Home Care" would be marked.

35. Question H: What is the difference between CPS Services 'Treatment Family Home', Question C 'Foster/Treatment Family Home, and Question H 'Treatment Foster Home'?

See question 22.

36. Question H: Do you want cumulative number of days child/youth has spent out of home in Section (H), or do you want the number of days child/youth spent out of home during the past month?

If the Child/Youth Status Report is being completed for **admission** to SOC or DFS Level IV, then questions (H) through (O) should be completed for the past (6) months. IF the Child/Youth Status Report is being completed for a monthly **review** or **discharge** for a child in SOC or DFS Level IV, then (H) through (O) should be completed for the past month.

37. Question I: What is School System and when would it be checked?

As stated in the Child/Youth Glossary, School System is a system of free and appropriate public educational entities. Whenever the child has been experiencing difficulty in the classroom or on the school grounds (e.g. at recess), the person completing the form should mark 'School System'.

38. Question I: If a child/youth is in Special Education, should School System be checked?

Yes.

39. Question J: Can question J 'Has child/youth had access to routine physical health services?' be clarified?

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The question should be 'Has child/youth had a need for the service(s) and if they had a need, did they receive the services(s)?' The term 'access,' as used here, refers to 'need' and 'received'.

40. Question J: What is the definition of Access?

Do not complete the Access Column. Leave it blank.

41. Questions K, L and M: Should the communication assistance questions be completed for the parent since the clinician has to be able to communicate with the parent to get the information?

No, this is specific to the child/youth receiving services.

42. Questions K, L and M: What is the purpose of the Communication Assistance questions?

The Department wants to know if these issues are being addressed for both Adult and Children and Youth we serve. There is a unit within the Department for this very issue.

43. Question N: This question is difficult to collect in as much detail as is listed for pre-adjudication action and disposition due to juvenile records being closed. This data is especially difficult to collect at admission.

The parent (legal guardian) should have access to this information and should be able to give this information to the clinician. The clinician should be able to help the parent (legal guardian) to understand the question.

44. Question N: Does a child/youth have to be referred to a juvenile office before having a Pre-adjudication action?

Yes, there has to be some type of referral (allegation) that would prompt any type of action by the juvenile office or court. This would be true for abuse/neglect, status or delinquency.

45. Question N: Under Referral to Juvenile Office, can Status Offense or Delinquent Offense be checked more than once in a 6-month period?

Yes.

46. Question N: Under Referral to Juvenile Office, can Status Offense and Delinquent Offense be checked more than once in a 6-month period?

Yes.

47. Question N: Under Disposition, can more than one disposition be checked for a single Status Offense or Delinquent Offense?

No, 1 offense = 1 disposition.

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48. Question O: Can a child/youth be expelled more than once?

Yes, for instance a child could be expelled from a public school and then enroll in a private school and be expelled from there as well.

49. Questions P and Q: If the Child/Youth Status Report is being completed for an admission to SOC, do the number of days school was in session and number of days child/youth attended school pertain to the past (6) months?

No. The number of days school was in session and the number of days child/youth attended school refer to the last (30) days.

50. Questions P and Q: What should be entered when child/youth is out of school for summer on Sections (P) and (Q)?

Indicate that school was not in session and child/youth was not attending school by entering (0) zero for both number of days school was in session and numbers of days child/youth attended school. Select 'No school suspensions' since child/youth was not in school to be suspended during the past month.

51. CBCL: Do children/youth who are in SOC or DFS Level IV have to have a CBCL completed? If so, how often?

Yes. SOC/DFS Level IV children/youth are required to have a CBCL completed at admission, every (6) six months after admission, and at discharge.

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Assessment Data Manager (ADM) Software and Child Behavior Checklist (CBCL)

1. Where is the CBCL Software?

The CBCL/ADM Software was mailed August 15, 2002. If you have not received/installed it, please contact:

Debbie Saak, Senior Office Support Assist.

Phone: (573) 751-9484

Email: debbie.saak@dmh.mo.gov

2. Regarding the CBCL, should the original completed form be kept in the chart?

Yes, the original is to be kept in the chart. If you are scoring the CBCL individually, the original scoring information should also be kept in the chart.

3. Does a new CBCL need to be completed if one has been done within 30 days?

No.

4. If the clinician can not get the family to complete the CBCL; who and what should the clinician do?

Do the best you can to collect the information from the family. However, if that is not possible complete the Child/Youth Status Report and under Discharge check the appropriate Discharge Reason.

5. If an old form was used on a child/youth admitted during September, or who had a semi-annual review done in September, can we enter the old form?

Yes. You may use the old form with the new software. However, by March 2003, you must use the new CBCL forms. If you have questions about how to enter data from the old form on the new software, please contact:

Debbie Saak, Senior Office Support Assist.

Phone: (573) 751-9484

Email: debbie.saak@dmh.mo.gov

6. Do you want the old CBCL's that were completed in FY 2002, but were not submitted?

No. We cannot process the data on the new system.

7. Do we have to send in hard copies of the CBCL?

No. DMH has never required a paper copy of the CBCL, only the electronic submission of the CBCL data via diskette.

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8. Can the CBCL be entered on a Web Application?

No. At this time, DMH has not purchased the software to enter the CBCL via the internet.

9. Do we have to mail the diskette with CBCL data on it?

Yes. This is the only way to submit CBCL data at this time.

10. Where can we find the CBCL Manual?

The CBCL Manual was installed on your computer when the new software was installed. To access:

☞ Click **Start**

☞ Click **Programs**

☞ Click **ADM Software**

☞ Click **ADM Manual** (*Note: the manual is 204 pages*)

11. Are there things we need to configure one time or must some things be configured each time a CBCL is entered?

Turning off Automatic Verification, User Defined Fields and Agency code need to be configured during installation. New children/youth need to be added one time, then you can search for the child/youth by name. If you would like to enter clinicians' names into the CBCL software, the names would have to be updated as needed.

12. Can we enter CBCL's on every child/youth?

Yes, but you would have to set up a user-defined field to specify the child/youth is part of the DMH Sample:

User Defined Field

☞ Click **File**

☞ Click **Setup**

☞ Click **Main**

☞ Click **Lists and User-Defined Fields** tab

☞ Click **Assign Titles for User-Defined Fields** button

In the **User Defined Fields for Catalog Information** box - ☞ Click to **Title for List box**

Type **DMH Sample**

☞ Click **Close**

☞ Click **DMH Sample**

In the **New Category** box, type **No**

In the **Code** box, type **0**

☞ Click **Add**

In the **New Category** box, type **Yes**

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In the **Code** box, type **1**

☞ Click **Add**

☞ Click **Close**

You will have to enter this data for anyone who is already in the ADM software.

13. How do I disable Verification?

Turn off Automatic Verification:

☞ Click **File**

☞ Click **Setup**

☞ Click **Main**

☞ Click **Supervisor Functions** tab at the top

☞ Click to Remove ✓ **Automatic Verification**

☞ Click **Apply to all Users**

☞ Click **Close**

Note: If there are only problem scores on the CBCL diskette or if no names are on the CBCL diskettes, it will be sent back to be redone.

14. If your facility has SOC and/or DFS Level 4+ children/youth, the SOC field has to be changed to Data Collection Type. Follow the instruction below to change the field. If your facility only has Regular Data Collection and SOC Data Collection, nothing will need to be changed in the child/youth's record. However, if there are children/youth in DFS Level 4+, then their records will need to be changed to reflect that they are receiving DFS Level 4+ services.

Changing SOC to Data Collection

Open ADM Software

☞ Click **File**

☞ Click **Setup**

☞ Click **Main**

☞ Click **List and User Defined Fields** tab

☞ Click **SOC** under **List**:

☞ Type **Regular** over **No** in the table on the right side of the window

☞ Type **SOC** over **Yes** in the table on the right side of the window

☞ Type **DFS Level 4+** in **New Category**: box

☞ Type **2** in **Code**: box

☞ Click **Add**

☞ Type **SOC & DFS Level 4+** in **New Category**: box

☞ Type **3** in **Code**: box

☞ Click **Add**

☞ Click **Assign Titles for User-Defined fields**

☞ Type **Data Collection** over **SOC** in the **Title for second list**: box (bottom box)

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Click Close

Click Close

15. What should we enter for ID?

ID refers to the State ID. The state ID is a unique number generated when the child first receives services from the Department of Mental Health. It can be found in CTRAC. When you begin entering the data from the Child/Youth Status Report with the Web Application, the State ID will be on the enrollment page. *Note: If the State ID is not used for the ID, the CBCL diskette will be sent back to be redone. Also, do NOT add leading zeroes to the State ID.*

16. Where are the forms located in the CBCL software?

If you have followed the instructions and the Form Selection window does not have any choices in it, then you will have to install ADM – Assessment Data Manager 3.1. See ADM – Assessment Data Manager 3.2 Installation Instructions in Appendix B.

17. What is the Eval ID?

The Eval ID is a unique number for a particular Child/Youth's CBCL. You may begin at 001 for each child/youth and increase the number by one for each CBCL entered for that child/youth. Example: Child A has (2) CBCL's and Child B has (3) CBCLs completed. The Eval ID for Child A's CBCL's may be 001 and 002. The Eval ID for Child B's CBCLs may be 001, 002, and 003.

18. If the Education (Grade Level) is not completed for the child/youth, will it affect the score?

If the Education (Grade Level) is left blank, it will not affect the scores. However, Age is required. If the child/youth's birth date and the date the CBCL was completed is available, the age will automatically be calculated.

19. What is SES?

SES is Socio-Economic Status. SES is not a required field.

20. What is the best place to score a CBCL?

If you want to score a CBCL so you can print it and add it to a child/youth's file, then score it once you have entered the CBCL.

If you want to score the CBCLs to submit to DMH, all of the CBCLs are scored when you export the data to a diskette.

21. Can I recall the data for a child/youth if I deleted it by mistake?

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Records are not deleted from the system until after the person set up as the supervisor goes in and runs validation and purges the data that has been deleted. Below are instructions on how to recall a child/youth who has been accidentally deleted:

Recalling a deleted, but not purged record

Close all forms

☞ Click **Maintenance**

☞ Click **Catalog Maintenance**

☞ Click **Yes**

Review the client list.

☞ Click Delete box next to clients name to deselect it.

☞ Click **Purge/Recall Selections**

22. How can I delete (purge) a child/youth who is less than 6 years?

Purge a deleted a record

☞ **File**

☞ **Open Catalog**

☞ Click Child/Youth's name

☞ Click **Select**

☞ Click **Delete**

☞ Click **Yes**

Close all forms

☞ Click **Maintenance**

☞ Click **Catalog Maintenance**

☞ Click **Yes**

Review the client list to be sure that Delete is selected on the children/youth you want to delete.

☞ Click **Purge/Recall Selections**

23. How can I delete and purge a CBCL that was entered twice?

Deleting a duplicate record

☞ **File**

☞ **Open Catalog**

☞ Click Child/Youth's name

☞ Click **Select**

☞ Click **Forms**

☞ Click CBCL that you want to delete

☞ Click **Delete**

☞ Click **Yes**

Close all forms

☞ Click **Maintenance**

☞ Click **Catalog Maintenance**

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Click **Yes**

Review the CBC list to be sure that Delete is selected on the CBCs you want to delete for that child/youth. *Note: If Delete is selected next to the child/youth's name, then all information for that child/youth will be deleted.*

Click **Purge/Recall Selections**

24. What is the Entry Date under Selection Criteria?

The Entry Date refers to the date range that the CBCs were entered on the computer, not the date range the CBCs were completed.

Example

If the CBCs collected had a date range of September 1, 2002 through September 30, 2002 but the CBCs were not entered into the ADM Software until October 1, 2002 through October 5, 2002 then the Entry Date range would be 10/01/2002 to 10/05/2002.

25. How can I copy only the files that meet the sampling criteria?

Copying files that meet sampling criteria

1. Click **Tools**
2. Click **Export to File Formats**
3. Click to select **Forms**
4. Select **CBC**
5. Click to select **Entry Data**
6. Type the date range of the data entry in the box to the right (not date range on CBCs)
7. Click to Select **DMH Sample** (only if the user-defined field – DMH Sample was made)
8. Type **Yes** in the box to the right (only if the user-defined field – DMH Sample was made)
9. Click **Analyze** to make sure all of the CBCs will be included when you save. If the number of forms is correct, go on to the next step. Otherwise, you will need to review the selection criteria – What was the date range you entered for data entry? Is this the date range of when the CBCs were keyed into the computer? Was DMH Sample answered Yes on all of the youth who are a part of the DMH Sample?
10. Click to select **Browse**
11. Click to select **A:**
12. Click **Select**
13. Click to select **SDF (System Data Format)** under Export to File Format
14. Click to select **Raw Scores**
15. Type **FAC_03_2003_Raw** (where FAC is the facility code, 03 is the month, 2003 is the year and raw indicates raw scores)
16. Click to select **Profile Scores**
17. Type **FAC_03_2003_Profile** (where FAC is the facility code, 03 is the month, 2003 is the year and profile indicates profile scores)
18. Click **Report**. This will give you a list of the Criteria you selected and a list of the youth with a CBC that will be saved to diskette. Print the Report and mail a copy of it with the diskette. Keep the original as part of a file to document what you have submitted. You can look back at

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the previous copy to see what the date range was for your last save so you do not overlap the date range the next time you save the data.

19. Click **Export** – If you get a message about the file being in use, click Ignore.

26. Can I save the data to a disk for back up purposes?

Yes. It is recommended that you save the data to a disk or server for back up purposes because if something happens to your computer the ADM software would have to be removed and installed into another computer and all of the data will be lost.

Copying data for backup purposes

- ☞ Open **ADM Software**
- ☞ Click **Tools**
- ☞ Click **ADM Data Transfer**
- ☞ Click **Export to .zip files**
- ☞ Click **Analyze** – to make sure that all of the files are selected
- ☞ Click **Browse**
- ☞ Click **A:**
- ☞ Click **Select**
- ☞ Type file name
- ☞ Click **Export**

27. Can I import CBCL data into the ADM software?

If the ADM software was installed on your computer and then your computer was upgraded, you will need to see question 26 for instructions on saving all of the CBCLs that you have entered. Then you will need to import the data into the software on your new computer.

Importing data into the ADM software

- ☞ Open **ADM Software**
- ☞ Click **Tools**
- ☞ Click **ADM Data Transfer**
- ☞ Click **Import to .zip files**
- ☞ Click **Locate Folder**
- ☞ Select **A:**
- ☞ Click **Select**
- ☞ Select folder you wish to import
- ☞ Click **Next**
- ☞ Select **Add** by each criteria
- ☞ Click **Next**
- ☞ Click **Select All**
- ☞ Click **Process**
- ☞ Click **Score Processed Forms** tab

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- ☞ Click **Select All**
- ☞ Click **Score**
- ☞ Click **Close**
- ☞ Click **Close**

28. Do we have to get new software for when we get our new computers or can we move it from one machine to the next?

You will need to uninstall the software from the old computer and re-install on the new computer. See questions 26 and 27 on saving the data to a disk so it can be imported to the software on the new computer.

29. How do I uninstall the ADM Software?

Before removing the software, be sure to save data to disk for backup purposes (see question 26).

- ☞ Click **Start**
- ☞ Click **Settings**
- ☞ Click **Control Panel**
- ☞ Click **Add/Remove Software**
- ☞ Click to **Highlight the CBCL or ADM Software**
- ☞ Click **Change/Remove**
- ☞ Click **Uninstall**

To install ADM Software, follow the instructions given in Appendix B. Then import the data from the diskette you created before uninstalling the software (see question 27 for importing the data).

30. Will DMH purchase extra copies of the CBCL software for us?

No. DMH will provide one copy to the facility. You may contact the vendor directly to purchase additional copies and/or additional licenses if you are using a local area network.

Achenbach System of Empirically Based Assessment (ASEBA)
Phone: (802) 656-8313
Email: mail@aseba.org

31. How many licenses for software does each agency have?

Each agency received one license. You may install the software on one computer or server. Only one user can access the software at a time.

32. How do I order more CBCL forms?

Achenbach System of Empirically Based Assessment (ASEBA)

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Phone: (802) 656-8313

Email: mail@aseba.org

33. Who do I contact if I have questions about the data or the CBCL diskette?

Debbie Saak, Senior Office Support Assist.

Phone: (573) 751-9484

Email: debbie.saak@dmh.mo.gov

Vickie Epple, Project Manager

Phone: (573) 751-8031

Email: vickie.epple@dmh.mo.gov

34. Who do I contact if I have software installation problems?

Department of Mental Health

Customer Support Center

Phone: (573) 526-5888 or Toll-Free (888) 601-4779

Email: csc@dmh.mo.gov

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CPS Outcomes Web Application

1. Do you have to enter all the information to search for a child/youth?

No, it is not necessary to enter all search criteria. You can search on Name, State Id or Local Chart Number if the child/youth is already in CTRAC. However, if the child/youth is not found in the results list, then you will have to re-do the search entering all the search criteria (Last Name, First Name, Birthdate, SSN, Race, and Sex), since the "New Client" button is not available until you search on all criteria.

2. When providers search to see if a child/youth is already in the system, will they see a list of children/youth that have similar information? Is the confidentiality protected within the system?

Right now, the USER ID access function incorporates a confidentiality statement; however, with CIMOR/HIPPA, there will probably be additional changes to protect child/youth confidentiality.

3. Is the list prioritized as to the closest match?

Yes, the higher the Rating on the right, the more probable the match is. However, make sure the child/youth you choose is the correct one; there can be a difference in name, DOB, etc.

4. Does the information I put in Outcomes Web Enrollment page transfer to CTRAC?

Yes.

5. Does the facility have to enter information in both the Enrollment page in Outcomes Web as well as CTRAC?

If the child/youth is not enrolled in CTRAC at your facility when the Child/Youth Status Report is attempting to be entered in Outcomes Web, then the person entering the Child/Youth Status Report has the opportunity to enroll the child/youth in CTRAC in the Enrollment Page. However, Outcomes Web Enrollment page does not let you enter all of the information required in CTRAC. The person who enters children/youth into CTRAC at your facility will have to go into CTRAC and complete the information (diagnosis, etc.) for the child/youth.

If the child/youth is already enrolled in CTRAC, then the person entering the Child/Youth Status Report will have to review the data on the Enrollment Page before entering the Child/Youth Status Report.

6. If enrollment is completed in CTRAC, do we need to do enrollment in Outcomes Web?

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If the child/youth was already enrolled in CTRAC, then Outcomes Web will detect the enrollment and you will not have to re-enroll the child/youth. This is specific to your agency. If a child/youth is enrolled in CTRAC with another provider and not your agency, you will have to complete the enrollment for your agency.

7. If a child/youth's record is already in CTRAC, but the Enrollment Page says 'Client enrollment must be completed,' what should I do?

For Admissions and Reviews, if the child/youth is already in CTRAC, then you will need to check with the person who enters data into CTRAC to see if the child/youth has an open episode with your facility.

For Discharges, if the child/youth was previously entered in CTRAC with an episode at your facility, then you will need to check with the person who enters data into CTRAC to determine if the child/youth's episode has been closed. If the episode has been closed, then the CTRAC person will need to open the original episode (not a new episode) before the discharge Child/Youth Status Report can be entered. Once the Child/Youth Status Report has been entered, then the CTRAC person will have to go into CTRAC and close the episode with the original close date.

Note: You will not be able to get past the Enrollment Page unless there is an open episode for the child/youth at your facility.

8. If a child/youth is receiving Intensive Targeted Case Management, what should be checked under Program Treatment Code?

Providers should select 'Children & Youth – POS – Outpatient' under Program Treatment Code.

9. When you have a child/youth that has a dual diagnosis, do you enter the child/youth twice?

In CTRAC, there are the Provider Episode and Program Episode records. A provider agency "opens" a new child/youth by opening a Provider Episode. There is only one Provider Episode per child/youth per agency. The Provider Episode does not indicate any DMH Division.

Once a child/youth has an active Provider Episode, Program Episode records are opened for each program in which the child/youth is enrolled at that agency. There can be multiple Program Episodes open concurrently. For instance, if a child/youth is enrolled in Day Treatment, CPR and CSTAR, she has three open Program Episodes - - two for CPS and one for ADA. So, the child/youth is "enrolled" at the agency only once, but has many treatment program records within the agency, reflecting all programs of services being provided and the divisions which fund those respective programs.

10. Is the enrollment screen printable?

Yes. Select the Print button to get up to a two page printout of the enrollment.

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11. Why doesn't County show up on the screen?

If an invalid zip code is entered, then county will not appear.

12. If a child/youth is not enrolled in CTRAC, will Central Office be able to enroll the child/youth while entering Outcomes?

No. Central Office is unable to enroll a child/youth in CTRAC for any provider. If you plan to submit September's Child/Youth Status Reports to Central Office to be entered, then all of the Children/Youth will have to be enrolled in CTRAC prior to the submission.

13. Where does the clinician's name go on the form?

The user's name automatically appears on the form, but it can be overtyped if, for example, a data entry person is doing the input.

14. Will we have to enter this on the Web?

Yes, everyone has to be up and running by March 1, 2003.

15. Is Outcomes Web available on the Internet now?

You can begin using Outcomes Web once you have your user id and VPN has been set up with OIS. The address to use to access Outcomes Web is:

<http://outcomes.dmh.provider>

16. Do we need to use hard copy or Web Application for September?

You can do a hard copy or use the Outcomes Web Application for September. However, by March, everyone MUST be able to do their outcomes on the Outcomes Web Application.

17. Can we use this system year round to track all of our children/youth?

Yes. Department of Mental Health will only look at children/youth who meet the sample criteria.

18. If we did an assessment and billed Medicaid would it show up on Outcomes Web?

If the assessment was a Child/Youth Status Report and it was entered in Outcomes Web, then it will show up.

19. Can anyone other than the original author go back and do the editing?

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Currently only the staff at your facility who have a User Id assigned can access your assessments. However, anyone at your facility with a valid User Id can make changes to an assessment, not just the original author.

20. What is the Episode Date?

The "Episode Date" is the term used for the date that the client is admitted to the facility.

21. What is the Creation Date?

"Creation Date" is the term used for the date that the status form was actually entered into Outcomes Web. It is recorded automatically and is not typed in anywhere by the user. The "Report Date" is the date the assessment is due.

22. What is the Report Date?

The Report Date is the month/year the assessment is due to be completed. This is not the date the form is filled out but the date the assessment is due.

Examples

- If a Review is due in September, but it was completed in August or October, then September would be the report month.
- If an Admission Report was due in September, but it was completed in October, then September would be the report month.
- If a Discharge Report is completed in December, then the report month would be December.

23. Why can't I enter a discharge for a child/youth?

If a child/youth has already been discharged in CTRAC, then Outcomes Web will not allow you to enter the discharge information without doing a few extra steps. This is why it is important to get the Child/Youth Status Report completed for discharges and entered in Outcomes Web as soon as possible.

The procedure for reopening an episode is as follows:

- 1) Go into DMH-CTRAC key in the State ID
- 2) This will take you to the Sub-Menu choose '98'
- 3) Maintenance Menu: Data Integrity
- 4) This will take you to the Maintenance and Programming Sub-Menu choose '30'
- 5) Blank out Provider Discontinuation Date/Time
- 6) Complete the form

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After you have reopened the episode, enter the Discharge Child/Youth Status Report using Outcomes Web.

After the Discharge Child/Youth Status Report has been keyed in, the CTRAC episode can be closed with the original date.

Note: It must be a CTRAC person to reopen or close an episode.

24. Can we run reports from this system?

An enhancement for the future is to give you back the information that you put into the Web Application.

25. Will we have report descriptions?

This will be on the agenda for the next Outcomes meeting. After everything is up and running with the new outcomes system, the reports piece of the project will be next.

26. Will the Access Request Form be available on the web?

There is an Access Request Form on the Web. The URL is:

<http://www.dmh.mo.gov/cps/provider/outcomes/outcomes.htm>

Also, you may contact:

Debbie Saak, Senior Office Support Assist.

Phone: (573) 751-9484

Email: debbie.saak@dmh.mo.gov

27. What do we fill in for the SDC Netname?

Do not fill in SDC Netname if all you are requesting is Outcomes Web.

28. Do we need to have access to CTRAC in order to enter data on Outcomes Web?

Yes, CTRAC access is needed, but you do **NOT** have to explicitly request it. When DMH receives a request for access to Outcomes Web, a User Id will be set up with permissions needed to do the CTRAC work within Outcomes Web automatically as part of the request. In fact, do **NOT** indicate on the form that you want CTRAC access when you request access to Outcomes Web. This will cause unnecessary definitions/configurations to be set up on the State Data Center side. It is NOT necessary to complete the SDC Netname in this instance.

When requesting access to Outcomes Web, literally all that's needed on the form is the following: name, SSN, user id if you already have one, provider name and number,

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division, sign the confidentiality statement, and check "Add" next to Outcomes Web in Part 3.

29. Is there an easy way to review the data or edit a record that has been entered on Outcomes Web?

Yes. Once you are on the enrollment page, instead of selecting CPS Youth, you can click on Assessments. This will take you to a page that lists the assessments that have been completed for this client. To review or edit a Status Report, simply click on the Status Report you want to review or edit.

30. Who do I contact if I have questions about the Web application?

Data or Form Questions:

Debbie Saak, Senior Office Support Assist.

Phone: (573) 751-9484

Email: debbie.saak@dmh.mo.gov

Vickie Epple, Project Manager

Phone: (573) 751-8031

Email: vickie.epple@dmh.mo.gov

Training Questions:

Debbie Saak, Senior Office Support Assist.

Phone: (573) 751-9484

Email: debbie.saak@dmh.mo.gov

Vickie Epple, Project Manager

Phone: (573) 751-8031

Email: vickie.epple@dmh.mo.gov

Other Questions:

Department of Mental Health

Customer Support Center

Phone: (573) 526-5888 or Toll-Free (888) 601-4779

Email: csc@dmh.mo.gov

Note: If you have questions about whether or not you have your VPN connections set up, contact the security coordinator at your agency first. Have the security coordinator contact the solutions center if he/she has any questions about the VPN.

Children/Youth FAQ

MISSOURI DEPARTMENT OF MENTAL HEALTH

Division of Comprehensive Psychiatric Services

OFFICIAL MEMORANDUM

TO: Administrative Agent Executive Directors and
Children and Youth Designees

FROM: Steve Reeves, Director of Administration and Quality Management
Vickie Epple, Outcomes Project Manager

SUBJECT: Child/Youth Outcomes Data Collection

DATE: July 1, 2002

In an effort to reduce paperwork and be sensitive to some of the difficulties that may be encountered due to the budgetary reductions for FY'03, the Division of CPS is changing the Outcomes data collection process.

Effective July 1, 2002 we will be modifying the data collection process to utilize a sampling method in place of the requirement for data on all clients. Attached to this correspondence is an outline of the new sampling methodology. More detailed information on these changes will be provided in the near future. However, until September 2002 you will not need to submit the Child/Youth Status Report and Achenbach Child Behavior Checklist (CBCL) for newly admitted clients or for clients in the process of receiving reviews.

For the Eastern Region, System of Care (SOC) there is no change in the Outcomes data collection. All SOC children will have the Child/Youth Status Report and CBCL completed on them as necessary.

Thank you for your cooperation and assistance. We believe that this change can reduce the paperwork load on our valuable clinicians and improve the overall success of the Outcomes project in the future. If you have any questions or concerns, please contact Vickie Epple at (573) 751-8031

Enclosure

Cc: Linda Roebuck
Ed Morris
Connie Cahalan
Regional Administrators
Children and Youth Area Directors

Children/Youth FAQ

Comprehensive Psychiatric Service Division Outcomes Program Modified Child/Youth Protocol

The Division has purchased the Upgrade to the Achenbach Child Behavior Checklist (CBCL). There are a few changes in the upgrade. First, the ages are 6-18 instead of the 4-18. This is the school age version. We are eliminating the collection of data on 4-5 year old children. The upgrade will be sent to you shortly. We will include the instructions on how to install the new software.








- Child/Youth Outcome Protocol – Admissions
 - Current data collection is suspended until September, 2002
 - The provider will complete a Child/Youth Status Report and a CBCL on children admitted for the months of September and March, each year.
 - The Child/Youth Status Report and a CBCL will be due the 10th working day of October for September admissions and April for March admissions.
 - In November and May you will receive a list of all children admitted to your agency according to CTRAC for whom outcomes information was required but not submitted
 - The Child/Youth Status Report and CBCL will need to be completed for these individuals
- Child/Youth Outcome Protocol – Semi-Annual Reviews
 - In August 2002 a list of semi-annual reviews due from the previous March will be sent to the agency and a 6-month review will be completed. The review for these individuals would include the completion of a Child/Youth Status Report and CBCL
 - In February 2003 a list of semi-annual reviews due from the previous September will be sent to the agency and a 6-month review will be completed. The review for these individuals would include the completion of a Child/Youth Status Report and CBCL
 - If an Admission or 6-month review is performed in the month of September, the provider will complete a 6-month review including a Child/Youth Status Report and CBCL on those children in March
- Child/Youth Outcome Protocol – Discharges
 - A Child/Youth Status Report and a CBCL will be completed on anyone discharged from the facility who is a part of the sampling group in which Outcomes are required:
 - These forms will be completed at the time of discharge. For example, if a Child/Youth was discharged in January a Status report and CBCL will be completed in January.

Children/Youth FAQ







ADM – Assessment Data Manager 3.2 Installation Instructions

Installation procedures require that any previous versions of the ADM/CBCL software be removed before beginning this installation. Adobe Acrobat will also need to be installed in order for this product to function.

Uninstall

- 1)  Click **Start**
- 2)  Click **Settings**
- 3)  Click **Control Panel**
- 4)   Double Click **Add/Remove Programs**
- 5)  Click **ADM/CBCL software**
- 6)  Click **Remove**
- 7) InstallShield should run and remove the previous software

Version 3.1 Installation

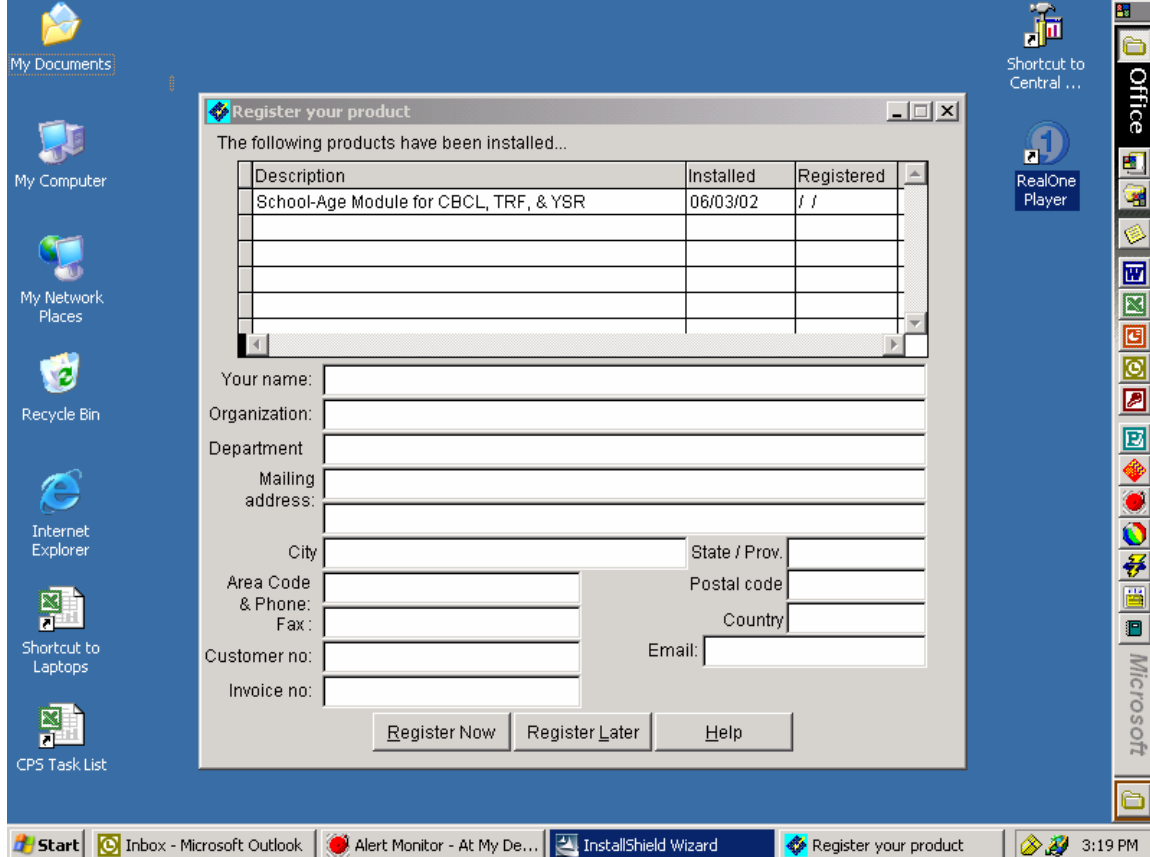
- 1) Insert Version 3.1 CD into CD-Rom Drive
- 2) The *Install Wizard* should appear automatically
- 3)  Click **Next**
- 4)  Click **OK** to *Network Installation Message*
- 5)  Click **Yes** to accept the *License Agreement*
- 6)  Click **Next**
- 7) Verify/Set installation path as **C:\ADM**
- 8)  Click **Next**
- 9) Files should copy
- 10) Enter the **Serial Number** exactly as listed on the front of the CD Case
- 11)  Click **Accept**

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- 12) Click **Finish**
- 13) The *Installing Files* message should appear
- 14) Click **Register Later**
- 15) Click **OK** to the Information message regarding Adobe Acrobat
- 16) Click **OK** to the installation Complete Message

Version 3.2 Installation

- 17) Insert Version 3.1 CD into CD-Rom Drive
- 18) The *Install Wizard* should appear automatically
- 19) Click **Next**
- 20) Click **OK** to *Network Installation Message*
- 21) Click **Yes** to accept the *License Agreement*
- 22) Click **Next**
- 23) Click **Upgrade Software**
- 24) Click **Next**
- 25) Files should copy
- 26) Enter the **Serial Number** exactly as listed on the front of the CD Case
- 27) Click **Accept**
- 28) Click **Finish**
- 29) The *Installing Files* message should appear



30) Register your product (Invoice#: **37266A**) (Customer #: **5000**)

31) Click OK to the Information message regarding Adobe Acrobat

32) Click OK to the Installation Complete Message

Adobe Acrobat Installation

1) From Internet Explorer - <http://www.adobe.com/products/acrobat/readstep2.html>

2) Click Next thru the installation

3) Click Finish

ADM Setup/Configuration

1) Click Start

2) Click Programs

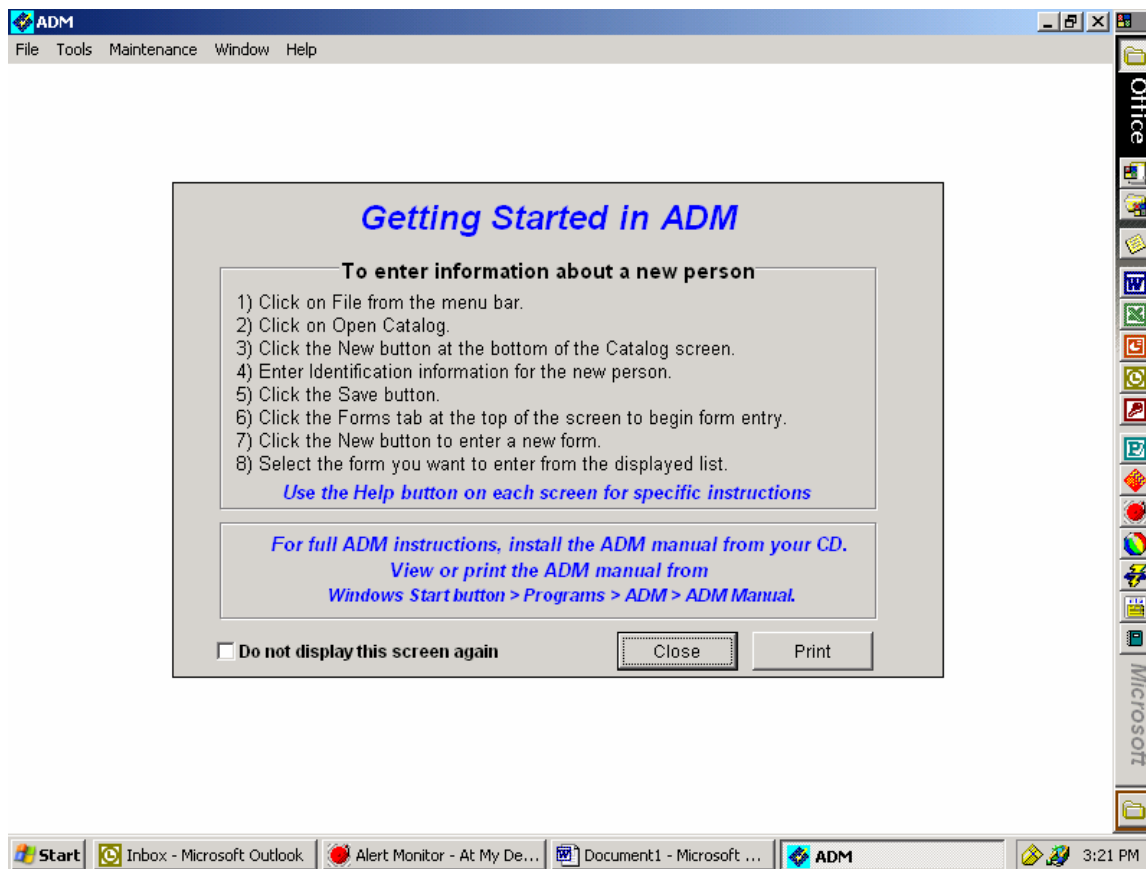
3) Click ADM

4) Click ADM Assessment Manager

5) Click OK to log on as the supervisor










6) Follow instructions displayed on screen (screen print below)

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Configure Agency and User Defined Fields (SOC & Report Type)

- 1) Click **File**
- 2) Click **Setup**
- 3) Click **Main**
- 4) Click **Lists & User-defined Fields** tab
- 5) Click to select **Agency**
- 6) Enter your **Agency's** name in the **New Category:** box
- 7) Enter your **Agency's 3-digit Facility Code** (as given on the addendum form) in the **Code:** box
- 8) Click **Add**
- 9) Click to select **Assign Titles for User-defined Fields**
- 10) In the **Title for First List** box type: **Report Type**
- 11) In the **Title for Second List** box type: **SOC**

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- 12)  Click Close
- 13)  Click to select **Report Type**
- 14) In the **New Category**: box type **Admission**
- 15) In the **Code**: box type **1**
- 16)  Click **Add**
- 17) In the **New Category**: box type **6 Month Review**
- 18) In the **Code**: box type **2**
- 19)  Click **Add**
- 20) In the **New Category** box: type **Discharge**
- 21) In the **Code**: box type **3**
- 22)  Click **Add**
- 23)  Click to select **SOC**
- 24) In the **New Category**: box type **No**
- 25) In the **Code**: box type **0**
- 26)  Click **Add**
- 27) In the **New Category**: box type **Yes**
- 28) In the **Code**: box type **1**
- 29)  Click **Add**
- 30)  Click Close

For questions/problems with installation, please contact Jennifer Boyd at 573/751-6554.